

Little Traverse Bay Bands of Odawa Indians

Job Posting

Job Title: Conservation Enforcement Officer: Certified or Recruit
Department: Natural Resources
Reports to: Natural Resources Director
FLSA Status: Non-Exempt
Level / Salary Range: 4: \$15.13 – \$20.47 (Certified Officer)
1: \$9.55 – \$12.92 (Recruit)
Opens: June 3, 2015
Closes: June 24, 2015

NOTE: This posting is for one position. Preferred candidate will be a certified Law Enforcement Officer. If no qualified applicants are found, a qualified Recruit *may* be hired with the intention of completing the required Indian Police Academy training in Artesia, NM.

SUMMARY Patrol assigned areas to enforce violations of fish, game or other Natural Resource related laws or other laws as authorized, commercial fishing and safety violations, investigate and report violations, issue warnings and/or citations when appropriate.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Prepare weekly: Time sheets, Daily Activity Reports, and Incident Reports when appropriate to submit to the Chief Conservation Officer/LTBB Natural Resources Director.
- Prepare and present incident reports/evidence to appropriate Tribal Court officials.
- Investigate reports of Great Lakes Treaty fishing violations, issue warnings and/or citations when appropriate. Enforce the 2000 Consent Decree rules and regulations set forth in the Chippewa Ottawa Resource Authority (CORA) Commercial, Subsistence, and Recreational Fishing Regulations for the 1836 Treaty Ceded Waters.
- Investigate reports of Treaty inland violations, issue warnings and/or citations when appropriate. Enforce the rules and regulations set forth in the LTBB 2007 Inland Consent Decree.
- Investigate reports of commercial fishing safety violations, issue warning and/or citations when appropriate. Enforce the rules and regulations set forth in the Waganakising Odawak Commercial Fishing Vessel Safety Regulations Statute.
- Investigate reports of solid waste violations, issue warning and/or citations when appropriate. Enforce the rules and regulations set forth in the Waganakising Odawak Solid Waste Disposal Statute.
- Qualify semi-annually for firearm use.
- Investigate and process accidents involving fishing and hunting activities on land and water.

- Assist other Tribal Conservation Officers/Game Wardens and/or other agencies through joint patrols. (In order to provide consistent policies and activities.)
- Attend staff, Natural Resources Commission and Tribal Council or other relevant meetings as necessary.
- Become thoroughly familiar with Personnel Policies, Federal Regulations, Natural Resources related Statutes and Ordinances and the LTBB Constitution.
- Be in full Uniform when appropriate while conducting Tribal Business.
- Attend appropriate training sessions as required.
- Perform appropriate Departmental maintenance needs as necessary.
- Other duties as assigned by the Chief Conservation Officer/Natural Resources Director.

COMPETENCY

To perform the job successfully, an individual should demonstrate the following competencies: Must be able to work on water and in the field in all weather conditions. Must possess minimal ability to maintain departmental equipment. Assist in the prioritization of the work plan activities; use time effectively; complete work assignments in a timely manner; follow through on commitments; meet field challenges with resourcefulness; be responsible for the enforcement of LTBB rules and regulations governing fishing and hunting activities or other authorized duties. Must be able to swim. Be available on a 24-hour basis as necessary by an appropriate means of communication.

OTHER ESSENTIAL SKILLS AND ABILITIES

Must regularly lift and or move up to 25 pounds, frequently lift and/or move up to 100 pounds, and occasionally lift and/or move over 100 pounds. Must possess some knowledge and be able to train on computer and associated programs. Good communication and writing skills are required.

EDUCATION and/or EXPERIENCE

Certified: Must meet these requirements:

- High School Diploma or equivalent required. Associates Degree in Law Enforcement preferred.
- Successfully complete basic law enforcement training recognized by the Tribe including such academies or programs of the United States Indian Police Academy, State of Michigan, a POST agency in another State, or a federally operated law enforcement academy.
- 21 years of age or older.

Recruit: Must meet these requirements:

- High School Diploma or equivalent.
- 21 years of age or older.
- Able to travel to and complete Basic Police Officer Training at the BIA Indian Police Academy.
- Pass pre-enrollment physical efficiency battery (PEB) test.

CERTIFICATES, LICENSES, REGISTRATIONS

Must have a valid driver's license, reliable transportation and be insurable. Must pass a background investigation. No felony convictions. No domestic violence misdemeanors. Must pass drug screening.

COMMENTS

Indian Preference will apply. Candidates must meet criteria per the WOS 2008-12 Natural Resources Protection Section VII, B.1.